



Cooper Medical School of Rowan University

April 30, 2020

Dear M2 and M3 students,

Last evening, Dr. Michael Barone, vice president for licensure at the NBME, returned my email with answers to my queries. The following is my summary, and in some places, direct quotes.

Dr. Barone's answers to the questions I posed on behalf of you, our students, are underlined and are answered as follows:

Should students go ahead and reschedule a new date or will Prometric automatically schedule a new exam date for them?

"It's a bit of both for now. PM will reschedule some slots; but students may also continue to check back because availability will grow as non-essentials are canceled and capacity/hours build at PM centers."

"The following is on the NBME website as an FAQ:

I had an appointment scheduled in April which has been cancelled because of the Prometric center closure. How do I reschedule?

For examinees whose appointments have been cancelled, Prometric automatically rescheduled as many of those individuals as possible into the same test center or closest test center with an open seat. For more specific information about the closures visit the Prometric website."

Will Prometric automatically notify them when new dates become available after the cancellation of nonessential test takers?

"PM is telling NBME that students should continue to hit the registration systems as per above (capacity growth and non-essential slots opening up). They have told NBME that their site is robust enough to handle the volume."

The following information is shared with the permission of M3 SGA officer **Michael Bieszard**:

The link that Michael used to reschedule his exam is <https://apps.nbme.org/nlesweb/#/login>. He noted that it was a time consuming process and the Prometrics website may take minutes to hours to load.

Instructions from his personal experience:

- Login using your NBME username and password (same as for scheduling STEP 1 and STEP 2, it should be autosaved if you use Google chrome).
- Click on "**CONFIRM OR RESCHEDULE EXAM**" in the USLME STEP 2 CK box. ***This brings you to the correct Prometrics website***
- Select "**USMLE Step 2**" from the options listed.

- Then, go through the normal state selection option and click next.
- Select "**Reschedule or Cancel an Appointment**" (The second option listed on the page)
- The "**Confirmation/Tracking Number**" is a bit more difficult to find.
 - For this you have to open up **A NEW BROWSER TAB** and login to the same link as before: <https://apps.nbme.org/nlesweb/#/login>
 - This time, select "**FULL DETAILS**" in the "**USMLE STEP 2 CK**" box
 - The correct "**Confirmation/Tracking Number**" that you want to use is listed under "**NUMBER/LOCATION**" line
 - Copy & paste this number, which is your "**Confirmation/Tracking Number**" (It will also ask for the first 4 letters of your last name)
- Here is where you may have to wait a long time as others may be trying to reschedule.
- This brings you to another page
 - Select "**I want to reschedule my appointment**" (It's a green button at the bottom)
- Then, simply enter the zip/postal code or city that you want to use and the testing sites will show up.
 - You have to click on **one testing site at a time**
 - Then click "**Select/Schedule an appointment**" (for that individual site)
- Select the 3 month period that you were previously allotted and select "**GO**"
 - The available dates will be in **Bold** on the calendar for you to click on.
- In his experience, you will probably have to shop around for sites and dates that may not be ideal, but given the circumstances you have to take what is available.

Many thanks for sharing, Michael. It is much appreciated!

NBME is posting new information on [USMLE.org](https://www.usmle.org) every day (sometimes more than 1 x per day). **Please continue to look there - as well as their FAQs.** The CMSRU Office of Medical Education will also be monitoring the site and keeping you informed of new developments.

NBME is very aggressively pursuing school based testing. It is not a matter of "allowing" this to happen, much more a matter of execution, because the IT and other systems for USMLE and NBME subject exams differ almost completely. More to come on that.

I recognize how frustrating this is for all of you. I share your frustration and wish that I could effect a fair and equitable resolution. I will continue to advocate on your behalf with NBME and other national organizations.

With best wishes,

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